

Active Duty Operational Support – Reserve Component (ADOS-RC)
Completed Packets must be submitted at least 45 days before requested start date

Rank :	Soldier's Name (Last, First):				
AKO Email:		Current Unit:			
State:	Home/ Cell Phone:	Projected Start Date: (DDMMYYYY)		Projected End Date: (DDMMYYYY)	
Sponsoring Div/Branch/MACOM:		MDEP/AMSOC/Other	Sponsor POC:		Sponsor Phone #:
Packet Received By:		Date Packet Received: (DDMMYYYY)	Length of Tour:	Circle one New Hire / Roll Over	

SPONSOR/SOLDIER WILL COMPLETE:

- ☐ Tour Justification -Signed by the Division Chief (O6 or higher) / Appointed Authorized Sponsor
- ☐ State Release Letter - Signed release letter from state Adjutant General (TAG) / appointed authority with signature authority memorandum
- ☐ Completed DA Form 1058-R – Completely filled to include block 35 with ALL signatures
- ☐ RPAS(NGB Form 23A)- Within 6 months of start date
- No more than 17 years of Active Duty Service
- ☐ Pregnancy Test Results - For ALL FEMALES New Hires or Renewal, a negative result within 15 days of tour start date
- ☐ Security Clearance – Within 2 months of start date
- Required by ALL SOLDIERS
- ☐ DA 705 (PT Card) – New Hire with 1 year of start date
- Renewal within 6 months of start date
- ☐ DA Form 5500 or 5501 – If required
- ☐ MEDPROS Report – HIV within 2 years
- PHA within 1 year of start date
- Copy of DA Form 3349 Permit Profile
- Soldiers on a temporary profiles are not allowed on tour

ARO WILL COMPLETE:

- ☐ LOA CREATED / SAVED
- ☐ LOA SENT TO STATE
- ☐ LOA EMAIL FILED
- ☐ FAD SENT _____
- ☐ ENTERED ONTO TRACKER
- ☐ 1095 CALCULATION, # DAYS ACCRUED = _____
DAYS REMAINING= _____
- ☐ Added to 1095 Tracker

Contact and Follow up Tracking

List below all actions taken, calls made, calls received, etc. Attach relevant emails
